

Chapter 16

UTILITY UNIT REVIEW OF PS&E PACKAGE

GENERAL

Prior to signing the Utility Status Report, the Utility Coordinator will look at the plan to verify that all utility coordination information in the plan is correct. This review takes time, and cannot occur at the last minute. The purpose for this review is to try to minimize the amount of misinformation in the plan, and to reduce questions that may arise during construction activities.

WHEN THIS SHOULD OCCUR

Different types of projects take varying amounts of time to review. The more complicated the project, the longer it takes to review the project. If the Utility Unit has been involved in the development of the project, this time can be shortened because they are already familiar with the project. The Designer should understand that with the volume of projects in the Region, it is not easy to remember details of each plan. Therefore, the Designer should allow sufficient time for the review of the plan prior to the PS&E submittal date.

Ideally, this review should take place 30 days prior to the PS&E submittal date. During the Utility Unit review, it may be discovered that changes are required to the PS&E package. The Designer should allow enough time to make these changes prior to the PS&E submittal.

WHAT IS NEEDED BY THE UTILITY SECTION

The review of the plan by the Utility Section requires the following:

- A. Page 2 of the plan. This would be the page with the utility contact people listed, and the "General Notes."
- B. The Utility Status Report.
- C. All correspondence with the utilities that has not been previously provided to the Utility Unit. This would include the correspondence that documents what is said in the Special Provisions. Ideally, there will be a letter from the utility that acknowledges or concurs with the wording as written in the Special Provisions.
- D. The portion of the Special Provisions that deals with utilities.
- E. Plan and Profile Sheets.
- F. Intersection Details (especially if utilities are affected).
- G. Cross Sections. (Generally not needed, but if questions arise, they may be needed to clarify what is happening.)
- H. Storm Sewer Plans. (There are frequently conflicts with underground utility facilities.)
- I. Right-of-way plat.

PS&E CHECKLIST

[Figure 16-1](#) is a checklist that can be used when reviewing the PS&E. The checklist can be used to document that the various items have been checked and are OK, or it can be used to note any shortcomings that need to be addressed before final approval. This saves time when the PS&E is resubmitted, because only the deficient items need to be re-checked.

WisDOT GUIDE TO UTILITY COORDINATION

PS&E CHECKLIST

Project ID:

Road:

Section:

_____H_____

County:

General Utility Note:

Diggers Hotline Number & Logo:

Utility Contact People:

Name:

Address:

Phone:

GAS:

ELECTRIC:

TELEPHONE:

CABLE TV:

WATER:

SEWER:

OTHER:

Special Provisions: TRANS 220? ☐ Yes ☐ No Language? ☐ Yes ☐ No

Comments on specials:

USR: Correct form? ☐ Yes ☐ No Properly filled out? ☐ Yes ☐ No

Other Comments:

By: _____

Utility Unit Reviewer

Date: _____